



**ROYAL CANADIAN MARINE
SEARCH & RESCUE**
Saving Lives on the Water

6040 East Sooke Rd.
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As of July 1st, 2019

RCMSAR Crew Roles & Responsibilities (expectations)

This document is not meant to be an absolute division of sign off items or what crew level can perform what tasks/skills, but rather offers a snapshot to new recruits and existing members what responsibilities they may be asked to take on and skills they should be able to display at each level. It is a tool for recruitment, training, and planning for advancement within RCMSAR operations.

The crewing level achieved reflects someone who has completed all the SMS sign off items for that specific level. A member who is currently working on sign off items at a specific crewing level does not qualify at that level until all have been completed and they have moved on to the next.

For example – someone is not considered “Crew” until they have completed all the sign offs in SMS at the Crew Level. Someone is considered a New Member and not a New Crew – until they complete all the New Crew sign offs in SMS. This is to ensure the personnel operating at those levels have all the knowledge and skills to perform the necessary tasks if needed.

NEW CREW

New crew members should be able to display the following skills and perform the following operations on an RCMSAR vessel:

- Locate all equipment on board, understand its purpose, and use it safely
- Identify all PPE, understand its purpose and adorn it properly
- Tie knots, including bowline, clove hitch, sheet bend, figure 8, reef knot, and know when to use them
- MOB procedures
- Fire on board procedures
- Start dewatering pump, and use of damage control kit
- Perform a quick SAP
- Understand, perform, and participate in GAR risk analysis
- Fueling procedures
- Signal a distress
- Basic understanding of collision regulations/rules of the road PCOC



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Typical roles/responsibilities assigned to New Crew:

- Lookout – by use of all available means, operate spotlights, watch secondary nav station
- Deckhand – mooring/unmooring vessel, handling lines, deck comms, movement of equipment
- Logbook – recording position, recording radio comms, clear, concise, relevant information
- Communications (if ROC-M certified) – radio comms with CCG, other vessels, professional and clear

CREW

Crew members should be able to display the following skills and perform the following operations on an RCMSAR vessel:

- All new crew skills/operations
- Towing procedures/setting up a tow
- Search patterns
- Night search techniques/spotter
- Station keeping and boarding/pacing
- Logbook keeping, Radio log & Vessel log
- Radio communications
- Anchoring procedures
- Pre departure briefs
- Docking, mooring and securing a vessel
- Close quarters maneuvering and shoreline approaches
- Heavy weather vessel operations and understanding planing, trim and propulsion systems, including understanding the limitations of their vessel
- Understand and apply collision regulations, sound signals, shapes, nav lights, and the buoyage system
- Able to read a paper chart and do chartwork (symbols, plotting lat/long, True to Magnetic conversion)
- ETA assessments
- Compass steering, practical pilotage, dead reckoning
- Close loop communications
- FA for treatment, transport and transfer of persons
- Local area knowledge, meteorology (weather, tides, current)
- Deck operations and safety on deck
- Basic electronic pilotage and monitoring (chartplotter and GPS use, waypoints, planning a route)



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- RADAR fundamentals
- Capsizing and re-righting procedures for vessel

Typical roles/responsibilities assigned to Crew:

- Lookout – by use of all available means, operate spotlights, watch secondary nav station
- Deckhand – mooring/unmooring vessel, handling lines, deck comms, movement of equipment
- Logbook – recording position, recording radio comms, clear, concise, relevant information
- Communications (if ROC-M certified) – radio comms with CCG, other vessels, professional and clear
- Navigator – route planning, plotting waypoints, chartplotter and RADAR operations in good visibility, keep the vessel and safe water
- Helm – Keep the vessel in safe water, trim engines appropriately for sea state, controlled help operations, operate at a safe speed

ADAVANCED CREW

Advanced Crew members should be able to display the following skills and perform the following operations on an RCMSAR vessel:

- All crew skills/operations
- Application of collision regulations and collision avoidance
- Passage planning and conning
- Understanding situational awareness and how to maintain positive control
- Advanced Electronic Chart and GPS knowledge and use for operations
- RADAR navigation
- RADAR searches
- Night search procedures
- Towing assessments, operations and safety
- Familiarity with marine regulations and publications

Typical roles/responsibilities assigned to Advanced Crew:

- Lookout – by use of all available means, operate spotlights, watch secondary nav station
- Deckhand – mooring/unmooring vessel, handling lines, deck comms, movement of equipment
- Logbook – recording position, recording radio comms, clear, concise, relevant information
- Communications (if ROC-M certified) – radio comms with CCG, other vessels, professional and clear



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- Navigator – route planning, plotting waypoints, chart plotter and RADAR operations in good visibility, keep the vessel and safe water
- Helm – Keep the vessel in safe water, trim engines appropriately for sea state, controlled help operations, operate at a safe speed
- Acting Coxswain – ensure safety of crew, craft and mission, oversee operations, provide briefings, assign roles/tasks to crew
- Crew Orientation – orient new crew to station, operations, vessel, and equipment
- Trainer – train other crew on operation of equipment, vessel and SAR ops and procedures

COXSWAIN

Coxswains should be able to display the following skills and perform the following operations on an RCMSAR vessel:

- All advanced crew skills/operations
- Training, development of crew, performance evaluation (OTW and in class sessions and plans)
- Leadership styles, coaching and mentoring
- Briefing and crew communications
- Understanding CISM, when it might be needed and activating it
- Ability to remain calm and diffuse situations
- Paging system, mission tasking and communications with JRCC
- Supervision of all operations, provides training or mission orders, responsible for crew, craft and mission
- Damage control, capsized vessels and grounding situations
- Medical evacuation plans and procedures
- Dealing with multiple casualties and major incidents, OSC procedures and communications
- Casualty extraction and shoreline operations
- Approaching a vessel on fire
- Familiarization with RCMSAR operations and policy and procedures
- Problem solving, SAR algorithm and in-depth SAP
- Collision regulations, collision avoidance and Rule 19
- Navigation and searches in restricted visibility
- Positive control and situational awareness
- RCMSAR ethics and ethos
- SMS reporting and forms



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Typical roles/responsibilities assigned to Coxswain:

- Lookout – by use of all available means, operate spotlights, watch secondary nav station
- Deckhand – mooring/unmooring vessel, handling lines, deck comms, movement of equipment
- Logbook – recording position, recording radio comms, clear, concise, relevant information
- Communications (if ROC-M certified) – radio comms with CCG, other vessels, professional and clear
- Navigator – route planning, plotting waypoints, chart plotter and RADAR operations in good visibility, keep the vessel and safe water
- Helm – Keep the vessel in safe water, trim engines appropriately for sea state, controlled help operations, operate at a safe speed
- Acting Coxswain – ensure safety of crew, craft and mission, oversee operations, provide briefings, assign roles/tasks to crew
- Crew Orientation – orient new crew to station, operations, vessel, and equipment
- Trainer – train other crew on operation of equipment, vessel and SAR ops and procedures, develop lesson plans and schedule, provide constructive feedback to members
- Coxswain – Responsible for all crew on board and operations – crew, craft, mission safety and decision making, communications with JRCC during tasking, shared situational awareness/info
- Mentor/Role Model – coach other members and support their learning and training, act as a role model for aspiring coxswains, adhere to and practice RCMSAR ethos and ethics
- On-scene Command – able to take on the role of OSC or OIC during joint training, tasking, or other events, proper radio comms, safety briefings, diffusing of situations
- Admin/Reporting – submit SMS reports for training, taskings, events, etc., support SMS orientation to new members,